

Deduction Reporting Part 2 - Report processing

In this guided practice, you will learn how to:

- review deduction report details,
- run an error report and filter records to locate errors and exceptions,
- correct an error/exception caused by bad data,
- review and override a record with an allowable exception,
- use a salary correction code to resolve a “base to salary” error,
- review a missing members report,
- add comments to a deduction report, and
- submit a deduction report.

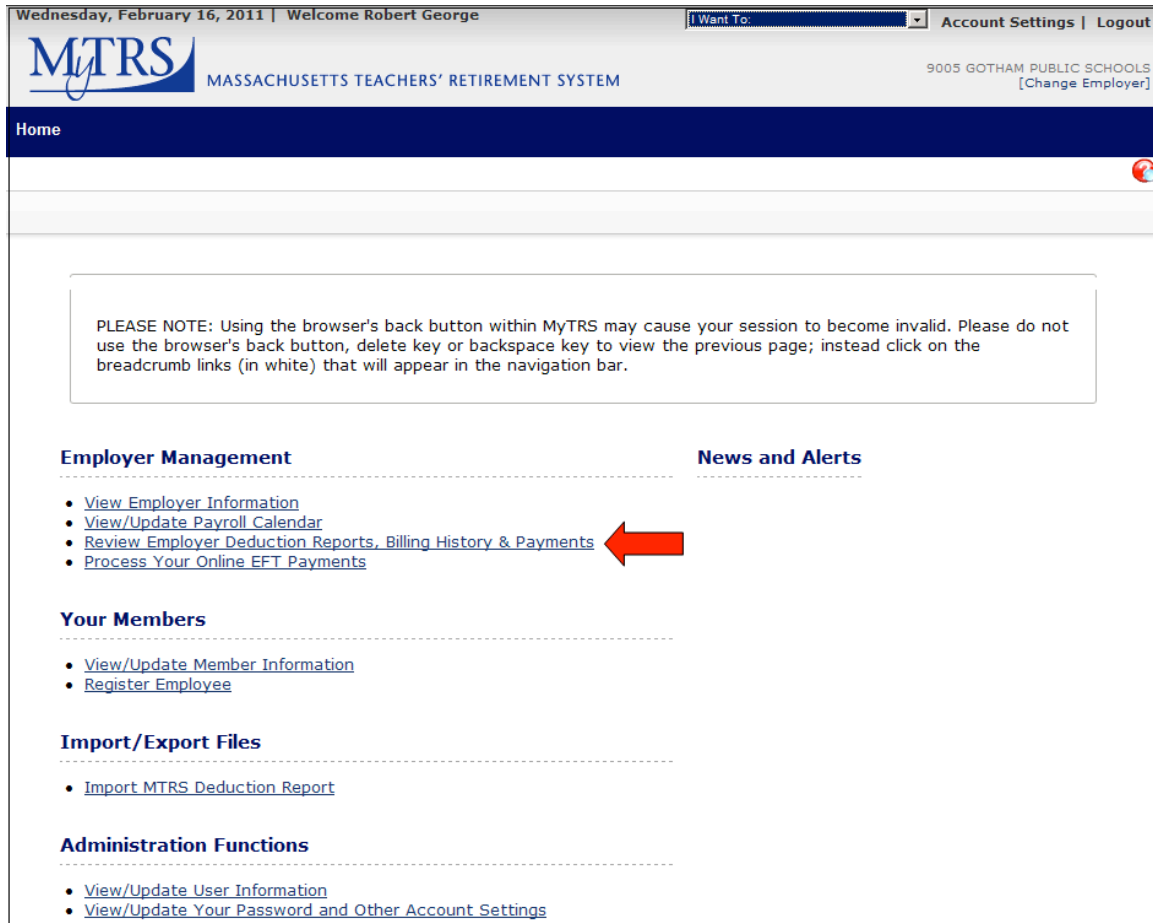
Note To fully understand the exercise in this guide, reference the other guides designed to supplement this guide, including the deduction reporting checklist

Reviewing deduction report details

This guide picks up where GP8 Deduction Reporting Part -1 – Imports left off. If you do not already have a report that is fully imported and ready to be processed, please first refer to that guided practice.

Once your report is fully imported, it now needs to be tested and processed. The MyTRS screen for working on deduction reports is called the Deduction Report Editor. To review your report, do the following:

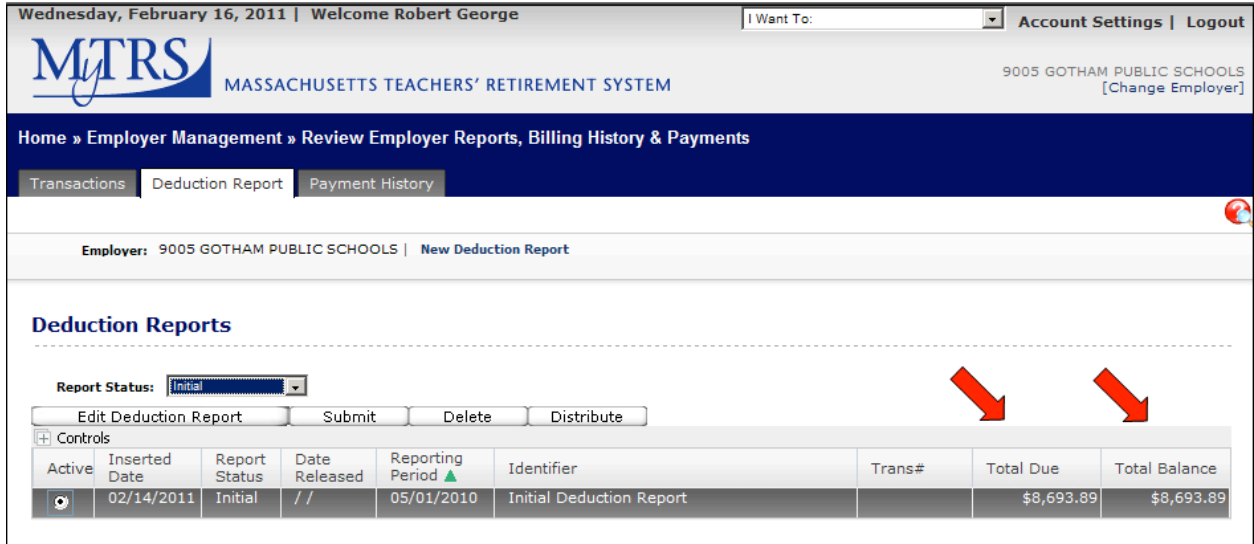
- 1) Click **Review Employer Deduction Reports, Billing History & Payments** on the *Home* page link or in the “I Want To:” menu.



- 2) Click the *Deduction Report* tab.



- 3) Before opening the report, compare the **Total Due** to your monthly payroll register reports and/or payment(s) to make sure your report total is correct. If the total is incorrect, you may want to delete the report and load a corrected report, or open the report to find the source of the report to payment variance.



Wednesday, February 16, 2011 | Welcome Robert George | I Want To: | Account Settings | Logout

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS [Change Employer]

Home » Employer Management » Review Employer Reports, Billing History & Payments

Transactions Deduction Report Payment History

Employer: 9005 GOTHAM PUBLIC SCHOOLS | New Deduction Report

Deduction Reports

Report Status: Initial

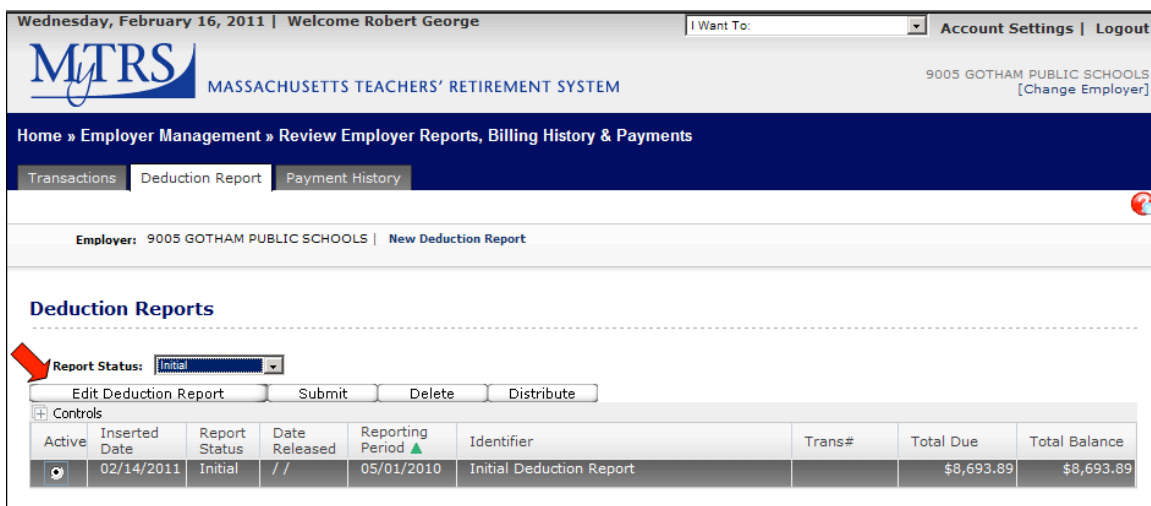
Edit Deduction Report Submit Delete Distribute

Controls

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due	Total Balance
	02/14/2011	Initial	//	05/01/2010	Initial Deduction Report		\$8,693.89	\$8,693.89

Note The **Total Due** field displays the total of the deduction report, and the **Total Balance** field displays the balance of the report that has not been funded. Because applying a payment is the last step in processing a deduction report by an MTRS representative, these two values always match when your report is in the Initial status. Please ensure that these balances match your report total before you submit your report. In the rare case that your payment is incorrect, please note that to your Employer Services Representative and make arrangements to correct the payment error.

- 4) Assuming the total is correct, select the row for the deduction report you wish to edit, and click **Edit Deduction Report**.



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MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS [Change Employer]

Home » Employer Management » Review Employer Reports, Billing History & Payments

Transactions Deduction Report Payment History

Employer: 9005 GOTHAM PUBLIC SCHOOLS | New Deduction Report

Deduction Reports

Report Status: Initial

Edit Deduction Report Submit Delete Distribute

Controls

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due	Total Balance
	02/14/2011	Initial	//	05/01/2010	Initial Deduction Report		\$8,693.89	\$8,693.89

- 5) Expand the **Controls** toolbar by clicking on the + symbol next to **Controls** in the Report Details section.

The Controls toolbar will expand to show the following options:

Note For a detailed description of the controls functions, please see the supplemental guide on using the controls functions.

You have successfully opened and reviewed a deduction report.

Running an error report and filter records to locate errors and exceptions

- 1) Open the *Deduction Report Editor* window for the selected deduction report by clicking **Edit Deduction Report**.

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MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS [Change Employer]

Home » Employer Management » Review Employer Reports, Billing History & Payments

Transactions Deduction Report Payment History

Employer: 9005 GOTHAM PUBLIC SCHOOLS | New Deduction Report

Deduction Reports

Report Status: Initial

Edit Deduction Report Submit Delete Distribute

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due	Total Balance
<input checked="" type="radio"/>	02/14/2011	Initial	//	05/01/2010	Initial Deduction Report		\$8,693.89	\$8,693.89

- 2) Click **Except. Report**.

Deduction Report Editor - Windows Internet Explorer

https://y3uat.trb.state.ma.us/uaatext/app?service=external/EmployerPages/WorkReportPage&sp=l2550&sp=T

Employer: 9005 GOTHAM PUBLIC SCHOOLS Save Cancel

Report Summary

Employer: 9005 GOTHAM PUBLIC SCHOOLS Report Status: Initial Trans#: 7905

Agreement: MTRS Report Source: EMPLOYER Type: Deduction Report

Job Category: All Date Received: // Identifier: 05-2010 Deduction Report

Reporting Period: 05/01/2010 Report Stop Date: 05/31/2010 Date Released: // Operator:

Batch No: Billing Type: Contribution Report Status Override:

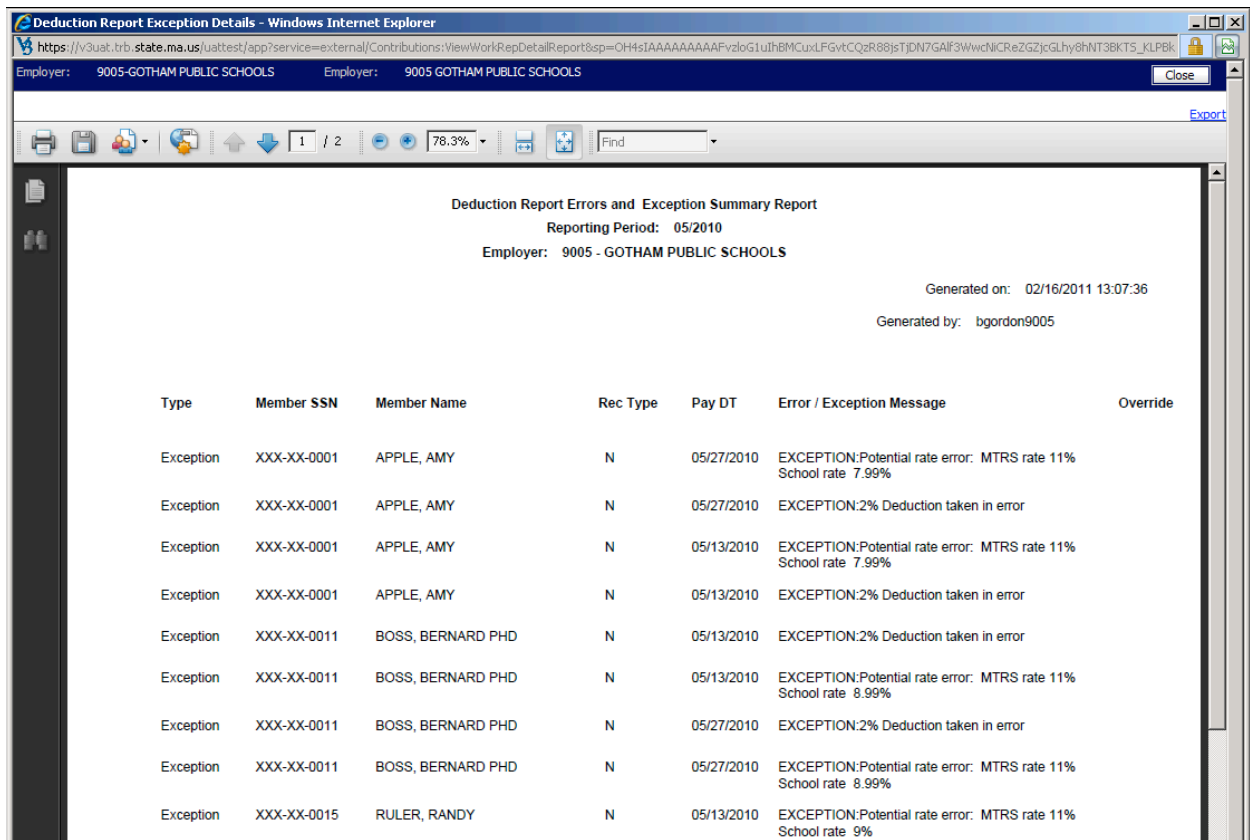
Member Count: 19 Row Count: 37 View Summary Except. Report Error Summary

Report Details

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	05/13/2010	05/01/2010	11.0%
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	05/27/2010	05/01/2010	11.0%
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH			N-Normal	05/27/2010	05/01/2010	11.0%

Note MyTRS will retest your report every time you click **Save**.

The *Deduction Report Errors and Exceptions Summary Report* will appear as a pop-up window. This report provides an alphabetical list of all errors and exceptions in your report.



Deduction Report Exception Details - Windows Internet Explorer

https://v3uat.trb.state.ma.us/juattest/app?service=external/Contributions/ViewWorkRepDetailReport&sp=OH4sIAAAAAAAAAAFvzloG1uBhBMCuxLFGvtCQzR88jsTjDN7GAf3WwvNCRzGZjGjGhY8hNT3BKTs_KLPBk

Employer: 9005-GOTHAM PUBLIC SCHOOLS Employer: 9005-GOTHAM PUBLIC SCHOOLS

Close Export

1 / 2 78.3% Find

Deduction Report Errors and Exception Summary Report
 Reporting Period: 05/2010
 Employer: 9005 - GOTHAM PUBLIC SCHOOLS

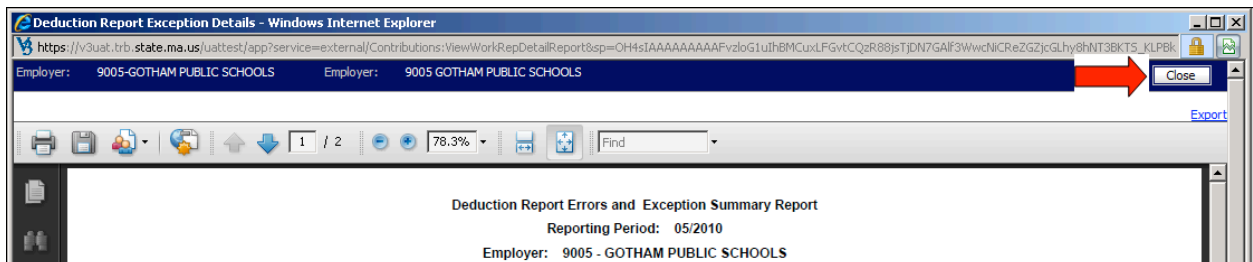
Generated on: 02/16/2011 13:07:36
 Generated by: bgordon9005

Type	Member SSN	Member Name	Rec Type	Pay DT	Error / Exception Message	Override
Exception	XXX-XX-0001	APPLE, AMY	N	05/27/2010	EXCEPTION:Potential rate error: MTRS rate 11% School rate 7.99%	
Exception	XXX-XX-0001	APPLE, AMY	N	05/27/2010	EXCEPTION:2% Deduction taken in error	
Exception	XXX-XX-0001	APPLE, AMY	N	05/13/2010	EXCEPTION:Potential rate error: MTRS rate 11% School rate 7.99%	
Exception	XXX-XX-0001	APPLE, AMY	N	05/13/2010	EXCEPTION:2% Deduction taken in error	
Exception	XXX-XX-0011	BOSS, BERNARD PHD	N	05/13/2010	EXCEPTION:2% Deduction taken in error	
Exception	XXX-XX-0011	BOSS, BERNARD PHD	N	05/13/2010	EXCEPTION:Potential rate error: MTRS rate 11% School rate 8.99%	
Exception	XXX-XX-0011	BOSS, BERNARD PHD	N	05/27/2010	EXCEPTION:2% Deduction taken in error	
Exception	XXX-XX-0011	BOSS, BERNARD PHD	N	05/27/2010	EXCEPTION:Potential rate error: MTRS rate 11% School rate 8.99%	
Exception	XXX-XX-0015	RULER, RANDY	N	05/13/2010	EXCEPTION:Potential rate error: MTRS rate 11% School rate 9%	


Note You can save or print this report to use as the basis for correcting your report.

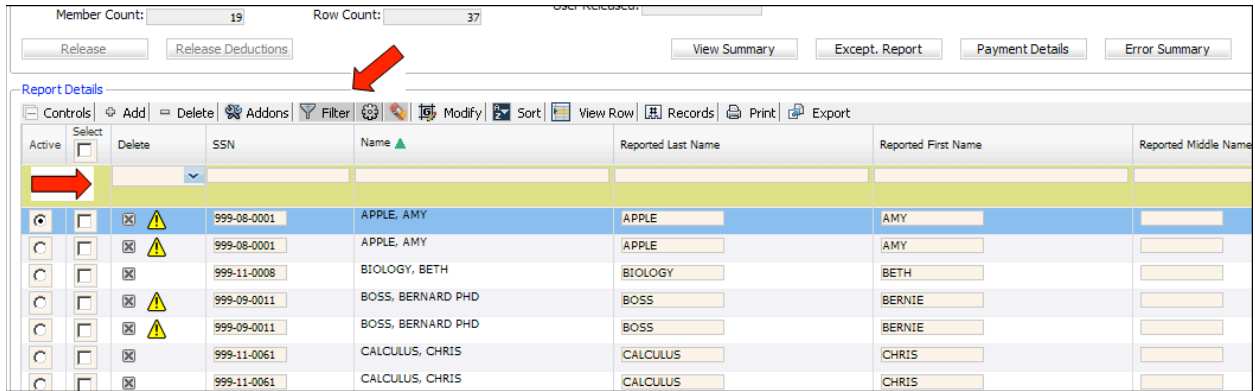
Note The *Report Viewer* pop-up window has two scroll bars on the right side, which, if you are viewing this report online, may need to be moved to view all of the records on a page.

3) Click **Close** to return to the *Deduction Report Editor* window.



Using filters to locate errors and exceptions

- 1) Click the **Filter** () button on the **Controls** bar. The Filter control expands, and a blank row appears above the records in the Report Details section.



Member Count: 19 Row Count: 37

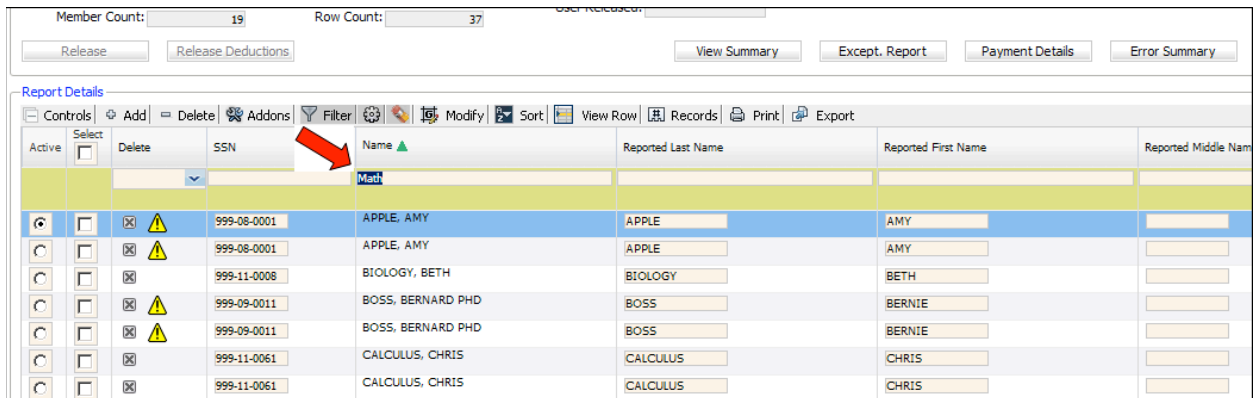
Release Release Deductions View Summary Except. Report Payment Details Error Summary

Report Details

Controls Add Delete Addons Filter Modify Sort View Row Records Print Export

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS	

- 2) Enter the search criteria for the filter in the blank fields (e.g., an employee's name in the **Name** field).



Member Count: 19 Row Count: 37

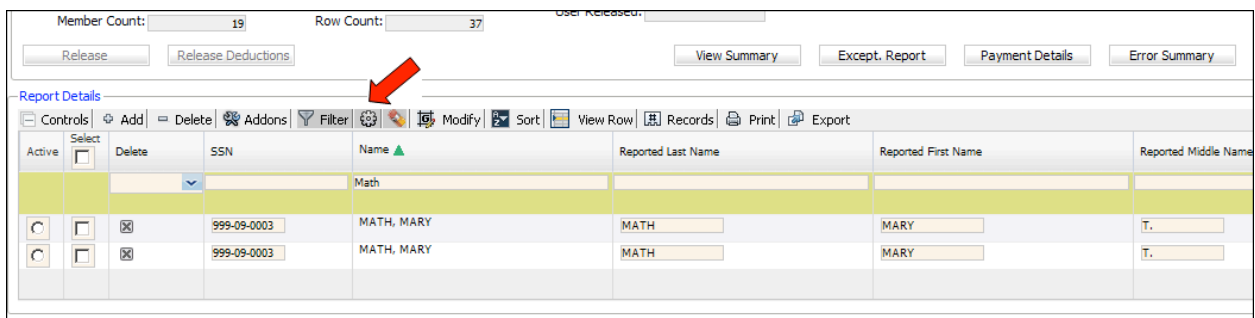
Release Release Deductions View Summary Except. Report Payment Details Error Summary

Report Details

Controls Add Delete Addons Filter Modify Sort View Row Records Print Export

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Math			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS	

- 3) Click **Execute** () to filter the data. The Report Details section refreshes, displaying the narrowed results that match all of the criteria you entered.



Member Count: 19 Row Count: 37

Release Release Deductions View Summary Except. Report Payment Details Error Summary

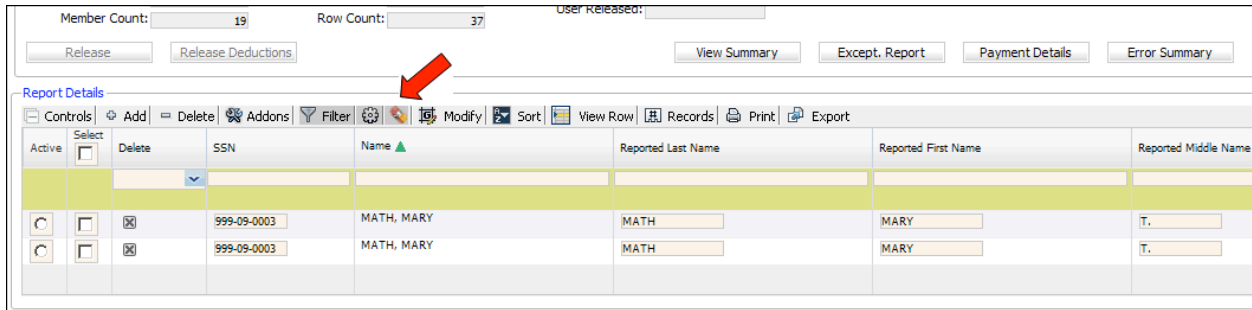
Report Details

Controls Add Delete Addons Filter Modify Sort View Row Records Print Export

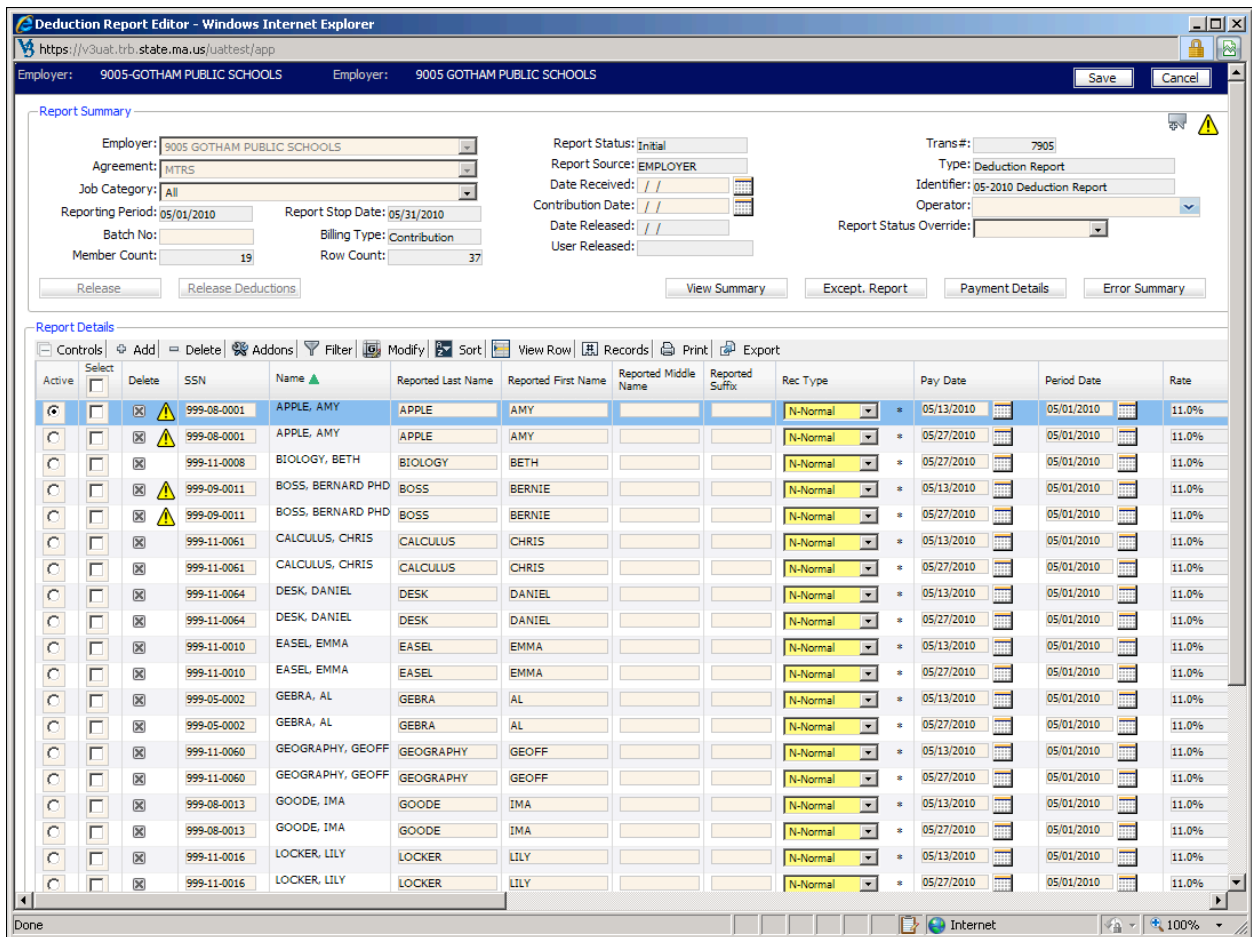
Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Math			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0003	MATH, MARY	MATH	MARY	T.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0003	MATH, MARY	MATH	MARY	T.

Note Users can filter based on multiple fields and do not have to clear the filter between searches.

4) Click the **Clear Filter** () button to remove criteria from the filter row.



5) Click **Execute** () to view all records in the report.



You have successfully run an error report and filtered your report to locate errors.


Correcting an error/exception caused by bad data

Below, we will show an example of correcting a record with a **salary is invalid** error. Complete the following steps after producing an error report and filtering your records to view only records for an employee on your error report.

- 1) Click the radio button next to the row you'd like to review.

Report Details

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>		easel		
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0010	EASEL, EMMA	EASEL	EMMA
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0010	EASEL, EMMA	EASEL	EMMA

- 2) Click the **View Row** control ( View Row) to launch the *View Row* pop-up window. Data displays for only the selected row.

Record# 1 of 2

Active ☒

SSN 999-11-0010

Name EASEL, EMMA

Reported Last Name EASEL

Reported First Name EMMA

Reported Middle Name

Reported Suffix

Rec Type N-Normal

Pay Date 05/13/2010

Period Date 05/01/2010

Rate 11.0%

Regular Deduction 212.03

2% Deduction 0

Installment 0

Service Correct Code

Base 1,927.54

Coach 0

Retro 0

Long 0


Stipend 0

Premium 0

Ineligible 0

FTE% 100

FTE Code

Salary 0 

Position Teacher

ContrTerm 10

Pay Freq 26

Pay Dur 12

Override

- 3) Review your record and enter corrections in each field as needed. In our example, the user would make the changes to the annual salary field.

Ineligible	<input type="text" value="0"/>
FTE%	<input type="text" value="100"/>
FTE Code	<input type="text"/>
Salary	<input type="text" value="50116"/> ←
Position	<input type="text" value="Teacher"/>
ContrTerm	<input type="text" value="10"/>
Pay Freq	<input type="text" value="26"/>

- 4) Click the gray X icon to close the pop-up window, or use the blue arrows at the top of the pop-up window to scroll among records.

Record# 1 of 2		→	×
◀ ▶			
Active	<input checked="" type="radio"/>		
SSN	<input type="text" value="999-11-0010"/>		
Name	<input type="text" value="EASEL, EMMA"/>		

Note Use the **Filter** control to filter the data for errors and exceptions. Next, use the **View Row** control to display each row in the vertical format. Use the navigation arrows to move from one record to the next. Only the filtered rows will display. Remember to clear your filter and save your changes to view the updated and corrected records.


You have successfully corrected an error caused by bad data.

Reviewing and overriding a record with an allowable exception

Below is an example of reviewing and overriding a record with the exception **Combination of Member name and SSN does not match the data in our system**. Complete the following steps after producing an error report and filtering your records to view only the records for an employee on your error report.

- 1) Click the radio button next to the row you'd like to review.

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name
				note		
<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	999-11-0063	NOTE, JUNE	TUNE	JUNE
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	999-11-0063	NOTE, JUNE	TUNE	JUNE

- 2) Click the **View Row** control ( View Row) to launch the *View Row* pop-up window. Data displays for only the selected row.

Record# 1 of 2	
Active	<input checked="" type="radio"/>
SSN	999-11-0063
Name	NOTE, JUNE
Reported Last Name	TUNE
Reported First Name	JUNE
Reported Middle Name	
Reported Suffix	
Rec Type	N-Normal *
Pay Date	05/13/2010
Period Date	05/01/2010
Rate	11.0%
Regular Deduction	104.08
2% Deduction	0
Installment	0
Service Correct Code	
Base	946.15
Coach	0
Retro	0
Long	0
Stipend	0
Premium	0
Ineligible	0
FTE%	60
FTE Code	
Salary	41,000
Position	Teacher
ContrTerm	10
Pay Freq	26
Pay Dur	12
Override	

- 3) Review your record. If the newly reported name is correct, override the exception by choosing **Yes** in the **Override** field.

Record# 5 of 13

Active ☐

SSN 999-11-0063

Name NOTE, JUNE

Reported Last Name TUNE

Reported First Name JUNE

Reported Middle Name

Reported Suffix

Rec Type N-Normal *

Pay Date 05/13/2010

Period Date 05/01/2010

Rate 11.0%

Regular Deduction 104.08

2% Deduction 0

Installment 0

Service Correct Code

Base 946.15

Coach 0

Retro 0

Long 0

Stipend 0

Premium 0

Ineligible 0

FTE% 60

FTE Code

Salary 41,000

Position Teacher

ContrTerm 10

Pay Freq 26

Pay Dur 12

Override

- 4) Click the gray X icon to close the pop-up window, or use the blue arrows at the top of the pop-up window to scroll among records.

Record# 1 of 2

Active ☐

SSN 999-11-0010

Name EASEL, EMMA

Note You can use the Report Status Override button to override all of the remaining exceptions in your report once you have reviewed them to make sure the information is accurate.

Note Use the **Filter** control to locate a record with an error or exception. Next, use the **View Row** control to display each row in the vertical format. Use the navigation arrows to move from one record to the next. Only the filtered rows will display. Remember to clear your filter and save your changes to view the updated and corrected records.

You have successfully reviewed and overridden a record with an allowable exception.

Using a salary correction code to resolve a “base to salary” error


Below is an example of choosing the appropriate code to override the following error:

**Base earnings do not match salary, based on the FTE and Pay Frequency reported.
Please ensure those fields are correct. If they are, please use a SC correction code.**

Complete the following steps after producing an error report and filtering your records to view only the records for an employee on your error report.

- 1) Select a row to review.

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name
				gebra		
			999-05-0002	GEBRA, AL	GEBRA	AL
			999-05-0002	GEBRA, AL	GEBRA	AL

- 2) Click the **View Row** control ( View Row) to launch the *View Row* pop-up window. Data displays for only the selected row.

Record# 1 of 2	
Active	<input type="checkbox"/>
SSN	999-05-0002
Name	GEBRA, AL
Reported Last Name	GEBRA
Reported First Name	AL
Reported Middle Name	
Reported Suffix	
Rec Type	N-Normal
Pay Date	05/13/2010
Period Date	05/01/2010
Rate	5.0%
Regular Deduction	82.53
2% Deduction	0
Installment	0
Service Correct Code	
Base	1,650.66
Coach	0
Retro	0
Long	0
Stipend	0
Premium	0
Ineligible	0
FTE%	100
FTE Code	
Salary	50,116
Position	Teacher
ContrTerm	10
Pay Freq	26
Pay Dur	12
Override	

3) Please review your record and choose the appropriate **Service Correct Code**.

Installment	0
Service Correct Code	<div>▼</div>
Base	UL-Unpaid Admin Leave
Coach	SD-Unpaid Snow Days
Retro	DL-Disciplinary Leave
Long	ST-Unpaid Strike Day
Stipend	SC-Salary Change Mid-Period
Premium	MT-Mid-year termination or death
Ineligible	MH-Mid-year Hire
FTE%	100

4) Click the gray X icon to close the pop-up window, or use the blue arrows at the top of the pop-up window to scroll among records.

Record# 1 of 2		<div>▶</div>	<div>✕</div>
<div> <div>⏮</div> <div>⏪</div> <div>⏩</div> <div>⏭</div> </div>			
Active	<input checked="" type="radio"/>		
SSN	999-11-0010		
Name	EASEL, EMMA		

Note Use the **Filter** control to locate a record with an error or exception. Next, use the **View Row** control to display each row in the vertical format. Use the navigation arrows to move from one record to the next. Only the filtered rows will display. Remember to clear your filter and save your changes to view the updated and corrected records.

You have successfully used a salary correction code to resolve a “base to salary” error.

Reviewing a missing members report

The deduction report editor's errors and exceptions report may list all employees that MyTRS deemed missing for a certain pay date (based on your active employee roster, employee statuses and payroll calendar).

Generally, there are four reasons an employee may be listed on this report. The steps needed to resolve these errors depend on which of the following is causing your missing members report errors. Resolving most missing member cases starts with closing your deduction report and navigating to the Employment tab in the View / Update Member Information link.

1. An extra pay date was added to your calendar and not all employees were paid on that date. Extra pay dates that do not apply to all employees should not be added to the calendar. A rare exception may apply for instance if the extra date is the district's lump-sum (balloon) payout date. You may need to correct your payroll calendar or explain why records are appearing on the missing member list when they are not truly missing.
2. The employee is terminated or on leave, and his or her MyTRS employment status event needs to be updated. (See GP4 for updating employee data).
3. The employee is missing because no deduction was taken from his or her pay. This scenario should be explained in your comments section.
4. There is an error with the employee's pay frequency or pay duration in the deduction report. If this is the cause, correct your employee's record as needed.

To view your list of missing members, complete the following steps:

- 1) Click **Except. Report**.

Deduction Report Editor - Windows Internet Explorer

https://v3uat.trb.state.ma.us/uat/test/app?service=external/EmployerPages/WorkReportPage&sp=12550&sp=T

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Save Cancel

Report Summary

Employer: 9005 GOTHAM PUBLIC SCHOOLS
 Agreement: MTRS
 Job Category: All
 Reporting Period: 05/01/2010
 Report Stop Date: 05/31/2010
 Batch No.:
 Member Count: 19
 Billing Type: Contribution
 Row Count: 37

Report Status: Initial
 Report Source: EMPLOYER
 Date Received: / /
 Date Released: / /

Trans #: 7905
 Type: Deduction Report
 Identifier: 05-2010 Deduction Report
 Operator:
 Report Status Override:

View Summary Except. Report Error Summary

Report Details

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type	Pay Date	Period Date	Rate
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ⚠	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	05/13/2010	05/01/2010	11.0%
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ⚠	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	05/27/2010	05/01/2010	11.0%
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH			N-Normal	05/27/2010	05/01/2010	11.0%

The *Deduction Report Errors and Exceptions Summary Report* will appear as a pop-up window. This report provides an alphabetical list of all errors and exceptions in your report.

Deduction Report Errors and Exception Summary Report
 Reporting Period: 05/2010
 Employer: 9005 - GOTHAM PUBLIC SCHOOLS
 Generated on: 02/16/2011 13:07:36
 Generated by: bgordon9005

Type	Member SSN	Member Name	Rec Type	Pay DT	Error / Exception Message	Override
Exception	XXX-XX-0001	APPLE, AMY	N	05/27/2010	EXCEPTION:Potential rate error: MTRS rate 11% School rate 7.99%	
Exception	XXX-XX-0001	APPLE, AMY	N	05/27/2010	EXCEPTION:2% Deduction taken in error	
Exception	XXX-XX-0001	APPLE, AMY	N	05/13/2010	EXCEPTION:Potential rate error: MTRS rate 11% School rate 7.99%	
Exception	XXX-XX-0001	APPLE, AMY	N	05/13/2010	EXCEPTION:2% Deduction taken in error	

The last section of the *Deduction Report Errors and Exceptions Summary Report* lists all employees that MyTRS expected records for but did not detect a normal record for on each of the applicable pay dates on your deduction report.

Deduction Report Exception Details - Windows Internet Explorer
 https://v3uat.trb.state.ma.us/jatrest/app?service=external/Contributions/ViewWorkRepDetailReport&sp=OHsIAAAAAAAAAAFyzloG1uHBMcuxLFgvtCQzR88jsTJDN7GAF3WwcnICReZGzjGJhy8hNT3BKTS_KLPBk
 Employer: 9005-GOTHAM PUBLIC SCHOOLS Employer: 9005 GOTHAM PUBLIC SCHOOLS
 Generated on: 02/16/2011 16:31:12
 Generated by: bgordon9005

Type	Member SSN	Member Name	Rec Type	Pay DT	Error / Exception Message	Override
Exception	XXX-XX-0005	WHITE, C. HAUK	N	05/27/2010	EXCEPTION:2% Deduction taken in error	
Exception	XXX-XX-0005	WHITE, C. HAUK	N	05/27/2010	EXCEPTION:Potential rate error: MTRS rate 11% School rate 7.99%	
Exception	XXX-XX-0005	WHITE, C. HAUK	N	05/13/2010	EXCEPTION:2% Deduction taken in error	

Missing Members:

Missing a record for : Biology, Beth, XXX-XX-0008, Pay Date 05/13/2010. Note: If this person has taken a leave of absence, please update their event

Missing a record for : History, Hank, XXX-XX-0014, Pay Date 05/13/2010. Note: If this person has taken a leave of absence, please update their event

Missing a record for : History, Hank, XXX-XX-0014, Pay Date 05/27/2010. Note: If this person has taken a leave of absence, please update their event

Missing a record for : Tension, Dee, XXX-XX-0012, Pay Date 05/13/2010. Note: If this person has taken a leave of absence, please update their event

Missing a record for : Tension, Dee, XXX-XX-0012, Pay Date 05/27/2010. Note: If this person has taken a leave of absence, please update their event

Missing a record for : Whistle, Dave, XXX-XX-0007, Pay Date 05/13/2010. Note: If this person has taken a leave of absence, please update their event

Missing a record for : Whistle, Dave, XXX-XX-0007, Pay Date 05/27/2010. Note: If this person has taken a leave of absence, please update their event

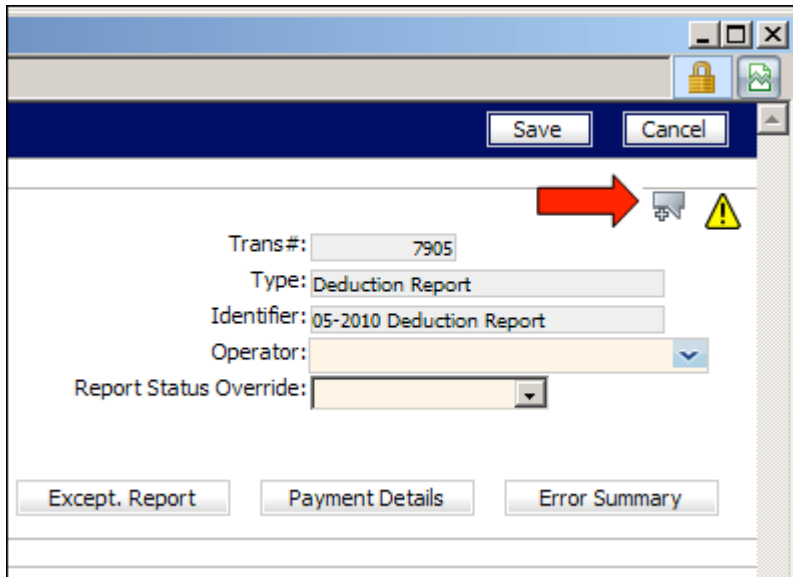
Adding comments to your deduction report

Deduction reports submitted with certain exceptions must contain comments explaining those exceptions. Specifically, all adjustment records and all exceptions that are reported correctly but appear to be incorrect, require an explanation in the comments section.

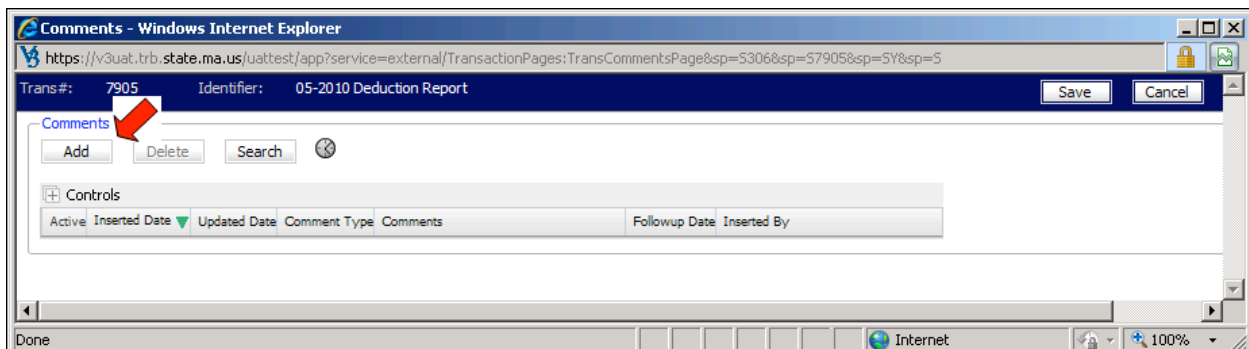
For example, if you fail to take a deduction from eligible pay, you should explain that you will take an additional amount of money on a future pay date as a correction.

To add a comment to your deduction report, do the following:

1. Click on the comment icon () to open the comment screen.



2. Click **Add** to create a new comment.



Note Please include members' names in comments about particular employees.

A blank comment window will open with the two required fields highlighted in yellow.

Active	Inserted Date	Updated Date	Comment Type	Comments	Followup Date	Inserted By
	Inserted Date:	//	Deduction Reports		//	Inserted By: Updated By:

* Denotes Required Field

3. Enter your comment in the **Comments** field and click **Save**.

Active	Inserted Date	Updated Date	Comment Type	Comments	Followup Date	Inserted By
	Inserted Date: 2/16/11 4:59:20 PM	//	Deduction Reports	Dee Tension had her deduction code switched to OBRA accidentally when we changed payroll vendors.	//	Inserted By: bgordon9005 Updated By:

* Denotes Required Field

4. Click **Close** to return to your report.

Active	Inserted Date	Updated Date	Comment Type	Comments	Followup Date	Inserted By
	Inserted Date: 2/16/11 4:59:20 PM	//	Deduction Reports	Dee Tension had her deduction code switched to OBRA accidentally when we changed payroll vendors.	//	Inserted By: bgordon9005 Updated By:

* Denotes Required Field

You have successfully used a salary correction code to resolve a “base to salary” error.

Submitting a deduction report

Once you have finished correcting your report, you need to submit your report to the MTRS for review and processing.

- 1) Starting on the *Deduction Report* tab, check your report total again before submitting your report by comparing the **Total Due** to your monthly payroll register reports and / or payment(s). If the total is incorrect, you must open the report to find the source of the report to payment variance and, if applicable, correct the discrepancy before you submit your report.

Wednesday, February 16, 2011 | Welcome Robert George | I Want To: | [Account Settings](#) | [Logout](#)

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS [Change Employer]

Home » Employer Management » Review Employer Reports, Billing History & Payments

Transactions Deduction Report Payment History

Employer: 9005 GOTHAM PUBLIC SCHOOLS | [New Deduction Report](#)

Deduction Reports

Report Status:

Edit Deduction Report Submit Delete Distribute

☒ Controls

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due	Total Balance
<input checked="" type="radio"/>	02/14/2011	Initial	//	05/01/2010	Initial Deduction Report		\$8,693.89	\$8,693.89

Note The **Total Due** field displays the total of the deduction report, and the **Total Balance** field displays the balance of the report that has not been funded. Because applying a payment is the last step in processing a deduction report by an MTRS representative, these two values always match when your report is in the Initial status. Please ensure that these balances match your report total before you submit your report. In the rare case that your payment is incorrect, please note that to your Employer Services Representative and make arrangements to correct the payment error.

- 2) Select the **Active** radio button for the deduction report you would like to submit.

Deduction Reports

Report Status: Show Converted Reports: ☐

Edit Deduction Report Submit Delete Distribute

☒ Controls

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due	Total Balance
<input checked="" type="radio"/>	02/14/2011	Initial	//	05/01/2010	Initial Deduction Report		\$7,136.31	\$7,136.31

3) Click **Submit**.

Wednesday, February 16, 2011 | Welcome Barbara Gordon | I Want To: | Account Settings | Logout

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » Review Employer Reports, Billing History & Payments

Transactions Deduction Report Payment History

Employer: 9005 GOTHAM PUBLIC SCHOOLS | New Deduction Report

Deduction Reports

Report Status: Show ☐ Reports: ☐

Edit Deduction Report Submit Delete Distribute

+ Controls

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due	Total Balance
<input type="radio"/>	02/14/2011	Initial	//	05/01/2010	Initial Deduction Report		\$7,136.31	\$7,136.31

A message is displayed on the window.

Wednesday, February 16, 2011 | Welcome Barbara Gordon | I Want To: | Account Settings | Logout

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » Review Employer Reports, Billing History & Payments

Transactions Deduction Report Payment History

Employer: 9005 GOTHAM PUBLIC SCHOOLS | New Deduction Report

Messages(1)
This deduction report has been queued for submission. Please check back later to ensure the report has been submitted successfully.

Deduction Reports

Report Status: Show Converted Reports: ☐

Edit Deduction Report Submit Delete Distribute

+ Controls

Active	Inserted Date	Report Status	Date Released	Reporting Period	Identifier	Trans#	Total Due	Total Balance
<input type="radio"/>	02/14/2011	Initial	//	05/01/2010	Initial Deduction Report		\$7,136.31	\$7,136.31

After the deduction report is uploaded to the MTRS for further review and processing, the **Status** of the deduction report changes from **Initial** to **Pending**. You can no longer modify details of the deduction report after the report is submitted to the MTRS. Even though you cannot make changes, you may open and view reports that are in a **Pending** or **Released** status. If you can only see reports in **Initial** status, switch your filter to All and they will appear on the screen.

You have completed submitting the deduction report.

You have completed this guided practice.